

PECFA UPDATE #27

November 2006 PLEASE POST

ADDITIONAL TRAINING ON CHAPTER COMM 47

The PECFA program is offering additional training sessions on changes to Comm 47. Based on responses from the September survey, topics covered will include; reporting requirements, usual & customary (U&C) costs, standardized invoices, claim submittals, contracts and eligible and non-eligible (penalized) costs.

The following five full-day sessions are scheduled:

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|-------------------------|---|
| January 23, 2007 | Wausau--The Plaza Hotel-201 N 17th Ave-Wausau, WI 54401-(715) 845-0923 |
| January 24, 2007 | Eau Claire-- The Plaza Hotel-1202 W Clairemont Ave-Eau Claire, WI 54701-(715) 834-3181 |
| January 30, 2007 | Neenah--Best Western Bridgewood Resort Hotel- Bridgewood Resort Hotel-1000 Cameron Way-Neenah, WI 54956-(920) 720-8000 or (800) 514-5205 |
| February 1, 2007 | Brookfield--Country Inn & Suites- Milwaukee West-1250 S Moorland Rd-Brookfield, WI 53005-(262) 782-1400 or (800) 338-0008 |
| February 6, 2007 | Madison-- Department of Commerce-201 W Washington Ave-1st Floor Conference Room-Madison, WI 53703-(608) 267-3753 |

Sessions may be cancelled if registration is low. Check in will begin at 8:30 a.m. Training will run from 9 a.m.-4 p.m. with an hour for lunch. All facilities (except Madison) have a restaurant on site.

Registration is available on the PECFA web page at:

<http://doa.wi.gov/SurveysRUs/TakeSurvey.asp?SurveyID=31M7766K4725G>

If you do not have internet access you may complete and return the attached form.

Each person attending should register separately. Registration should be completed by December 15th, 2006.

One of the critical topics covered will be use of the U&C standardized invoice. Included as part of this update, is a U&C Task Reference Guide which you should review and bring with you to the training session. PECFA claim reviewers use this guide to audit claims that include U&C costs. We hope that claim preparers find it useful when preparing PECFA claims. You will notice that there are references to appendices within this guide. The actual forms that comprise the appendices are not included; however, you need to be aware that the claim reviewers are looking for these forms as part of the audit process and they must be included where indicated in all claim submittals.

You can find a copy of this document on the PECFA website at:

http://commerce.wi.gov/ERpdf/pecfa/ER-PECFA-UandC_Task_Reference_Guide.pdf

ADDITIONAL TRAINING ON CHAPTER COMM 47 – Update 27

If you do not have internet access, you may complete this form and return it to:

Attn: Renee' Dickey, Bureau of PECFA, PO Box 7838, Madison WI 53707-7838

Company/Organization Name: _____

Registrant Name: _____

Phone Number: _____

E-Mail address: _____

Session Attending:

Wausau-January 23, 2007 ☐

Brookfield-February 1, 2007 ☐

Eau Claire January 24, 2007 ☐

Madison-February 6, 2007 ☐

Neenah-January 30, 2007 ☐

Please complete registration no later than December 15, 2006.